APPROVED MINUTES

Adult Education Advisory Committee June 14, 2006 Utah State Office of Education South Board Room- 10:00 a.m. - 1:00 p.m.

Present: James Andersen, Herb Clark, Jared Haines, Suzette Hudson, Cindy Krueger, Hector Mendolia and Guest, Marilyn Nunez, Paula Oakey, and Russ Thelin, Jeff Galli, Sandi Grant, Marty Kelly, Shauna South, and Carolyn Johnson (Secretary)

Excused: Nancy Birchell, Wayne Mifflin, Edie Mitko, Norman Nakamura, Nate Southerland, and Gary Wixom

Guest: Karla Padilla

Welcome:

Paula welcomed everyone in attendance.

Approval of Minutes:

The minutes of **May 10, 2006** were reviewed, Cindy Krueger made a motion to approve them, Suzette Hudson seconded the motion, the motion passed.

ADVOCACY

(Legislative Update - Marty)

Marty announced that on Wednesday, June 21st the Education Interim Committee was meeting in the House Building (W135) from 2:00 to 5:00 pm. and that UBSCT was 5th on the agenda. Marty indicated that Howard Stephenson had requested information from the Utah State Office of Education as to whether or not UBSCT should remain in place. Marty is having staff attend the meeting; (Jeff, Sandi and Shauna) who will be prepared to talk about it from the adult education perspective if called upon. The Advisory Committee was invited to attend.

(Letter to legislators and adult education supporters - Paula)

Paula asked if everyone received Marty's emails on the Action Alert, and in response to the affirmatives, she asked if there were any actions that needed to be taken. (No responses) Copies of a "thank you" letter to legislators and education supporters that Nate wrote were passed out. Paula expressed appreciation to the committee and others for their help and assistance. The letter was mailed on May 11th to the recipients who were copied on the back of the letter for reference.

PUBLIC RELATIONS

PSA (Subcommittee report)

The Public Service Announcement has been completed. Three-hours of footage are being cut down to 30 seconds and the script will be approved by the adult education staff. James indicated, his impression from Nate, was that the PSA was very general, a diversity of students (not programs), with narratives such as, adult education helped me learn English skills to acquire a job, or gave me basic skills to pass GED, or helped me get into a High School Completion Program, etc. A phone number would be provided to contact the Utah State Office of Education (Carolyn Johnson). (Time will tell as to how the number will work out and whether or not it will take too much time for one individual to handle.) The website information will be updated and access modified in the future.

(Free 1/2 hour television show report for the future - Paula)

This subject was continued from the last meeting. Paula passed out copies of the original email to familiarize the committee. Marilyn Nunez was asked how her experience went when their organization participated, and she indicated the only problem was trying to find out when it would be aired. Otherwise she said it was a positive experience.

Paula indicated that by doing this project, her desire was to change the beliefs and attitudes of the public that adult education did not involve "ceramics and basket weaving." Comment was made that the advantage to this project is being able to make up the questions that will get rid of the wrong perceptions. Other suggestions were mentioned that would help give a better understanding to adult education:

- Let the legislature know that adult education charges fees.
- Let the clients know if they can't afford education there are agencies that can help out and sponsor them (Rehab, DWS, etc.)
- Let people know what it costs to take the GED.
- Try to think of any other questions that adults might ask such as "there no district boundaries for adults, can they attend any program of their choosing."

In answer to Paula's question as to how the committee should get started and format the project, it was the consensus of the committee and summarized by Suzette as follows: to contact Nate and request him and the PSA sub-committee to put together two 14-minute segments (scripts) by a certain date and deliver it to the advisory committee for their input and approval. This would also give DWS time to approve it as well. A "goal" date set to report this was **August 9th** (the August Advisory Committee meeting). Cindy will contact Nate regarding this new assignment.

Marty made an additional announcement regarding public relations. She was contacted by the Newspaper Agency asking that programs in Salt Lake, Utah and Davis County place ads in the papers advertising adult education programs through the editorial sections on August 9th. The ads will cost \$60 per column, and Marty indicated the programs have been notified.

LOCAL PROGRAM ADVISORY COMMITTEE SURVEY OF ACTION - Marty

Marty indicated that part of the corrective action plan to the State Office was to make sure that each adult education program in the state has a local advisory committee. Marty's question/request to the advisory committee was for them to take the lead on this project. In deciding the best way to get the task accomplished, James suggested to send out a survey and have it returned to the advisory committee with the following questions:

- Do you have an Advisory Committee or Council?
- Do you take minutes for the committee?
- How often do you meet, quarterly or monthly?
- Please check which of the following that are on your council:

When the information comes in, Marty said we want to give the programs help, it's not something we want to "get them in trouble over" if a committee does not exist. James proposed an introduction to what his letter would say, as well as committing to bringing a draft of the survey for the next meeting.

Lunch

OPEN PATHWAYS - COLLABORATION UPDATE - Suzette Hudson

Suzette talked about a pilot program in the Central Region between DWS and Adult Education. Adult Education gave feedback to the DWS counselors as to what worked best regarding education and it worked well for the clients.

She said there is going to be similar collaboration with the Central Region group (a pilot rural version) between DWS, Adult Education and Vocational Rehabilitation to utilize the processes and practices that have worked so well. This will provide the management technical assistance and collaboration for partnership. Suzette will be getting this meeting started with the decision-makers from the various organizations; James will give the adult education technical assistance. Suzette will invite a program specialist from the Central Region, Tricia Cox, to provide DWS advice in this process, assuming Western Region people agree with this they can assist with the technical part. The Western Region is a large rural portion of the state, and the Central Region serves a lot of urban population. If we pilot this collaboration piece it will give us an idea of best practices. Suzette is encouraged by the fact that Mr. Thelin is bringing Rehab into this piece because they are an important partner in this collaboration.

Suzette's second item of discussion was about out-of-school youth and indicated she had been asked to do research on it. She also announced that Marie Kersner is the new chair for the Youth Council. James explained his dilemma of being at Youth Council and reading the MOU between adult education, USOE, DWS and Rehab, (in their concern for the huge number of exempt kids) but could not clarify what it really meant. He indicated that was when her name was brought up because she was the expert on the MOU. Between James and Suzette several concerns were expressed regarding the "dead end" these names hit when they are sent to the State Office.

- We need to find out what the MOU really means.
- Why can't John Brandt feed these exempt names through DWS, the military, the job corps, Vocational Rehab, youth employment services rehab, youth employment services Salt Lake, etc.
- If John can do this, where is the written proof, is it already existing?
- Because DWS has mandatory partners including adult education and Vocational Rehabilitation, the Office of Education might be "in-house office" and may be covered for John to provide the names of the dropout youth.
- If "in-house" is not doable, could John remove the names of those who are under age.
- Suggestion to take some WIA and district funding to hire person at a clearing house for out-of-school youth who have been exempted.

Further discussion involved codes to find exempt students by district, what determined exempt students and dropouts, the possibility that the MOU needs to be updated regarding a "common customer" to meet federal guidelines, a third-party information scenario that only legal people could answer, and other confidentiality questions. Suzette indicated she would ask if the Youth Council could become a legal and liable recipient of names.

Paula suggested putting this item back on the agenda for the next meeting, and Suzette indicated she would like to give an update on the research at that time.

OTHER BUSINESS

Membership Open Positions-

Page 2 from the By-laws had been given to the committee members to review prior to discussing the opening positions and some other issues, but time didn't permit to get to everything.

PTA and Statewide Adult Education Association - Sandi Grant

Sandi reported that she had talked to Barbara Smith, from the PTA, in addition to emailing her prior to the meeting, but had not heard back from her yet. She indicated that Barbara is aware of the vacancy and is supposed to be looking for someone that can serve on the committee. Sandi has also communicated with the UAACCE organization and their impression was that Cindy's term didn't expire until next year. She also checked the list that was passed out and noticed that the Statewide Adult

Education Associations position didn't end until an "odd" year which would be 2007. In checking with Cindy, she said that would be fine with her.

Business and Industry - Russ Thelin and Karla Padilla

Russ introduced Karla Padilla as a "wonderful person that has great concerns about the community," and also represents business and industry who would benefit the committee. He indicated he brought her to the meeting today to let her observe the committee and see how it fit in with her job.

Karla Padilla

Karla thanked everyone for the opportunity to sit in on the committee and indicated she worked for the Marriott Vacation International. The phone center counselors talk to time-share owners and provide information regarding their accounts. This falls right in line with the feature that our people must be literate, have computer knowledge, and show up for work.

After a brief explanation of the challenges with employees and the positives things she conveyed, Russ asked the committee for an explanation from the committee as to what guidelines they follow? Paula stated that the committee is an advocate for adult education which involves presenting to the legislature, talking to representatives and senators, writing letters, trying to influence funding, testing, or things that are going to affect a person's ability to obtain an adult education degree. It was emphasized that we are not "community education." Marty interjected that the purpose of adult education is to gain and maintain employment. Paula also said adult education is a good resource for those that have a struggle.

Adjourn

Paula stated that the membership would be revisited next time as well as Celebrating Adult Education, and thanked everyone for coming. She indicated that the next meeting would be scheduled for **Wednesday**, **July 12**, **2006** and asked if anyone would like to move to adjourn. Russ made a motion to adjourn and James seconded it, motion passed.